

MUNICIPAL FACILITIES BOOKING CLERK*Class Definition*

Rents the Convention Center facilities in accordance with established policies and procedures; inputs a variety of data into a computer terminal; and maintains records and files on applications and related documentation.

Distinguishing Characteristics

The Municipal Facilities Booking Clerk class serves as the primary contact with individuals wanting to rent City facilities for purposes of conventions, concerts, plays, and related activities. The incumbent works with considerable independence within established and defined procedures and policies while assuming overall responsibility that all necessary documentation and paperwork is complete. This class is distinguished from classes in the Administrative Clerk series by the independence exercised and the responsibility assumed for the overall booking process, which requires that activities be booked within appropriate facilities and within appropriate timelines to ensure that the City achieves maximum benefit from each facility.

The incumbent receives general supervision from the Convention Center Administration Manager, and exercises no supervision.

Typical Tasks

(Incumbents may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Receive tentative and definite bookings, and process reservations for the City's Convention Center.

Book activities within appropriate facilities and within appropriate time-lines to ensure that the City achieves maximum benefit from each facility.

Interpret and apply City policies as related to the use of City facilities by the general public and staff; respond to complaints and requests for information based upon office policies and procedures.

Determine appropriate fees for the use of facilities, equipment and personnel; provide information to potential renters.

Maintain records and files on rental applications including insurance documentation and applicable permits.

Key data into a personal computer terminal.

Type contracts, memos and a variety of permits including sales, television and food and beverage permits.

Type and issue insurance certificates; confirm requirement fulfillments on insurance certificates.

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Meet with event coordinators to discuss needs, problems, goals and other objectives of the program.

Perform related duties as required.

Qualifications

Municipal Facilities Booking Clerk

Knowledge of:

Modern office methods, procedures and equipment, including data processing equipment.

Filing and record keeping systems.

The organization and operation of the Convention Center facilities.

Booking policies and procedures.

Ability to:

Interpret and apply City policies, procedures and rules.

Communicate clearly and concisely, orally and in writing.

Work independently with little supervision and exercising initiative and sound judgment.

Operate standard office equipment, including personal computers.

Make routine mathematical calculations.

Compile and maintain complex and extensive records and files,

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical or related experience.

Training:

Equivalent to the completion of specialized clerical courses.

APPROVED: _____

Director of Personnel

DATE: _____

MR/GK/al/10/27/87